

Foreign National Visits & Assignments Questionnaire

Part 2: Completed by Host

24	Facility to be accessed	<input type="checkbox"/> Germantown <input type="checkbox"/> Forrestal <input type="checkbox"/> Other (must specify) <input type="checkbox"/> Off Site
25	Will any Sensitive Information (see list at right) be shared with the visitor or assignee?	(Check at least one but all that apply) <input type="checkbox"/> Official Use Only (OUO) <input type="checkbox"/> Export Controlled Information (ECI) <input type="checkbox"/> Unclassified Controlled Nuclear Information (UCNI) <input type="checkbox"/> Personally Identifiable Information (PII) <input type="checkbox"/> Company Proprietary Information <input type="checkbox"/> Unclassified Naval Nuclear Propulsion Information (NNPI) <input type="checkbox"/> N/A
26	Select the Security Area Type at the Facility (choose the highest area type in case multiple areas are to be visited)	<input type="checkbox"/> Property Protection Area with Access to Sensitive Info <input type="checkbox"/> Property Protection Area without Access to Sensitive Info <input type="checkbox"/> Limited Area <input type="checkbox"/> Exclusion Area <input type="checkbox"/> SCIF <input type="checkbox"/> Non-Security Area (for off-site requests only)
27	Type of Request	<input type="checkbox"/> Visit <input type="checkbox"/> Assignment <input type="checkbox"/> Extension of an Assignment <input type="checkbox"/> High Level Protocol Visit
28	Is this an IAP-66 (DS-2019) assignment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
29	Is this an off site meeting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
30	Will Sensitive Subjects be involved or discussed ("Sensitive Subjects" are not the same as "Sensitive Information" in row 25, above)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify: (See 'Sensitive Subject List' document) If in doubt contact the HQ FV&A Team for clarification
31	Host and Escort's Full Name(s) (Must be DOE federal staff or contractor. Sensitive country nationals <u>CANNOT</u> host or escort any foreign national visitors or assignees)	Host: Escort(s):
32	Citizenship of Host	
33	Host Office Phone Number	
34	Does Host have a clearance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
35	Authorized Arrival and Authorized Departure Date	Arrival Date: Departure Date:
36	Meeting Subject	(see 'FACTS Subject Codes' spreadsheet)

37	Headquarters Departmental Element (HDE) Program Code: (e.g. SC-10, EM-45)										
38	Justification for Visit/Assignment										
39	Purpose of Visit	(see 'FACTS Purpose Codes' spreadsheet)									
40	Intermittent Access (Check "Yes" checkbox if Foreign National plans on leaving and returning intermittently for days at a time and will not be present continuously for entire period of request)	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, number of days on-site?									
41	Number of Days On-Site										
42	List Buildings and Rooms to be accessed:	<table> <tr> <td>Building</td> <td>Room</td> <td>Type</td> </tr> <tr> <td>Building</td> <td>Room</td> <td>Type</td> </tr> <tr> <td>Building</td> <td>Room</td> <td>Type</td> </tr> </table>	Building	Room	Type	Building	Room	Type	Building	Room	Type
Building	Room	Type									
Building	Room	Type									
Building	Room	Type									
43	Cost to DOE										
44	DOE Mission(s) that will be advanced by this Visit/Assignment										
45	Anticipated Benefits to DOE Programs										
46	DOE Contact	<p>Full Name</p> <p>Phone Number</p>									

47	Is an Export Control License Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No If in doubt contact the HQ FV&A Team for clarification
48	Will this Visit or Assignment include transfer of technology? (Technology defined as technical data, skills, know-how, or scientific information. Technology is derived from basic or applied research, development, engineering, technological demonstration, economic and social research, or scientific inquiry into phenomena or technology applications. It may exist as machinery or equipment; it may be recorded, spoken, or represented in a medium for storage of communication; and it may be contained in computer software with scientific and technical applications.)	<input type="checkbox"/> Yes <input type="checkbox"/> No Describe Technology Transfer, or provide reason for no Transfer of Technology (max length of 500 characters): If in doubt contact the HQ FV&A Team for clarification
49	Will Visitor/Assignee be granted Computer Access?	<input type="checkbox"/> Yes <input type="checkbox"/> No Is the computer access <input type="checkbox"/> On-site <input type="checkbox"/> Off-site If yes, please list all computers and software: and contact IM-622 at (301) 903-2883 for further instructions
Additional comments:		

Identification and badging: Your visitor/assignee must present proper identification to the Receptionists and Hosts at Visitors Desk in the main lobby prior to badging. If your visitor/assignee is a Legal Permanent Resident (LPR), the LPR card must be presented before obtaining a badge. If your visitor/assignee is NOT a LPR, he/she must present sufficient passport, visa and U.S. Citizenship and Immigration Services (USCIS) information to verify identity, authority to work (where applicable to request involved), and current eligibility (in lawful immigration status) to be in the U.S. Visitors/assignees from Canada, or those not required to have a passport or visa, must present government issued photo identification. A driver's license is **NOT** acceptable identification. If foreign visitors/assignees show up with only a drivers license, or with insufficient documents to prove in-status, they will be refused further access until such documentation as required is made available for review, or such document(s) can be supplied. For further guidance please call the **HQ Foreign Visits and Assignments Team, Program Manager at 202-586-2569.**